

Steps to assigning the District Human Resource Role

The new role in MEIS (Maine Educator Information System) can be requested for district human resource staff by the superintendent. Superintendents will need to use the following link to our MEIS-DSTHR access request form:

https://mainedoe.co1.qualtrics.com/jfe/form/SV_9H4WaVsKfYNArNX .

This new role will provide the user the ability to view the districts certification (violations) report as well as any district employees up for a credential. Prior to granting this role the staff member will need to create an account for themselves (if they do not already have one) in MEIS by visiting the following site:

https://www.mymainecertification.com/SSO_PROD/Signin.aspx .

If the person you wish you wish to assign does not have a MEIS account, instructions on creating a MEIS account can be found here:

https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/cert_create_account_0.pdf .

Once a staff member has created an account and has been granted the district human resource role instructions on navigating to the certification report will be sent to the user via email. They are also available via the MEDMS Helpdesk webpage.

<https://www.maine.gov/doe/data-reporting/collection/helpdesk>

Questions can be directed to the MEDMS Helpdesk at 207-624-6896 or medms.helpdesk@maine.gov Mon to Fri 8am to 4pm.